

GREAT FALLS YOUTH TRANSITION CENTER ABSCONDER CHECK LIST

Resident's Name: _____

| ACTION | | TIME LINE | COMPLETION DATE/TIME | STAFF INITIALS |
|--------|--|----------------------|----------------------------------|----------------------------------|
| 1. | Notify YTC Director and Program Manager | Immediately | _____ | _____ |
| 2. | Notify MSP Command Post if Urgent status (846-6059) | Immediately | _____ | _____ |
| 3. | Issue Certificate to Detain [YCC 100-3 (A)] and fax to PHYCF (406-233-2338) along with court order and walk-off copy | 1 Hour | _____ | _____ |
| 4. | Call PHYCF and get OCA number and fax CTD to: Cascade County Juvenile Detention Center Great Falls Police Department Sheriff's Department | 1 Hour | _____ _____ _____ _____ | _____ _____ _____ _____ |
| 5. | Notify Juvenile Parole Officer by telephone | 1 Hour | _____ | _____ |
| 6. | Notify parent(s), guardian(s), custodian(s), or representative(s) by telephone or letter | 2 Hours | _____ | _____ |
| 7. | Write up Incident Report [YCC 90-1 (A)] and Walk-off Form | By shift end | _____ | _____ |
| 8. | Notify YCC Bureau Chief | By next business day | _____ | _____ |
| 9. | Fax YTC Absconder Form to the media [refer to YCC 50-2 Media Relations] | 3 Hours | _____ | _____ |
| 10. | Secure and inventory youth's personal property | 4 Hours | _____ | _____ |

The above are basic actions taken when a youth has escaped. If at any point during a contact you are given additional information or instructions, document them on an Incident Report [YCC 90-1 (A)] and proceed accordingly. Should the offender be apprehended, located or returned, cancel all notifications and follow the procedures in [YCC 100-3 Detention Procedures](#). After all reports have been completed and distributed, the center director or designee will sign and date this form.

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| _____ Date | _____ Center Director or Designee |
|---------------|--------------------------------------|